



ST. MARY'S
UNIVERSITY

Duplicate Diploma Request Form

Registrar's Office • One Camino Santa Maria • San Antonio, Texas 78228-8576
210-436-3701 • Fax: 210-431-2217 • www.stmarytx.edu/registrar

The Registrar's Office requires at least 30 days for delivery of a duplicate diploma. Duplicate diplomas bear the signatures of current St. Mary's University officials.

Step 1: Student Information

Last name	First name	Middle name
<u>S00</u>	<u>XXX-XX-</u>	
StMU ID Number	Social security number	Date of birth
		Telephone Number

Step 2: Duplicate diploma information

Select degree earned:

<input type="checkbox"/> B.B.A.	<input type="checkbox"/> B.A.	<input type="checkbox"/> M.S.	<input type="checkbox"/> M.A.
<input type="checkbox"/> B.S.	<input type="checkbox"/> M.B.A.	<input type="checkbox"/> M.P.A.	<input type="checkbox"/> Ph.D.

Major 1	Major 2	Graduation Honors	Date of Graduation
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Name as it is to appear on duplicate diploma

Step 3: Obtaining new diploma

- ☐ I will pick up my diploma
- ☐ Contact me via phone to pick up my duplicate diploma
- ☐ Contact me via email to pick up my duplicate diploma

Email address

- ☐ Please mailed my diploma to the following address:

Last name	First name	Middle name
Address		
City	State	ZIP code

Step 3: Payment

\$30 per copy for Bachelor or Master diplomas

\$40 per copy for Doctoral diplomas

- ☐ Master Card ☐ Visa ☐ Discover
- ☐ American Express ☐ Check or Money Order

(request will not be processed without payment)

Credit card number

Billing ZIP code

Name as it appears on card

Expiration (mm/yy)

Security code

Signature

Amount to be charged

Step 4: Sign and Date (if faxing/emailing request, call to verify request was received)

Student Signature

Date

Office Use Only:

Date Received: _____

Date Ordered: _____

Date Mailed: _____